



The Successful Candidate

The Requirements

The Fire Chief performs a variety of technical, administrative and supervisory work which involves the planning, organizing, directing and implementation of fire suppression, fire prevention, emergency medical services, emergency management, hazardous materials mitigation, technical rescue operations, disaster response, and public education programs.

- Bachelor's degree in Fire Science Management or Public Administration, six to nine years fire department supervisory experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Ability to provide strong leadership and oversight in emergency situations.
- As the City's Emergency Manager, have the strong ability to unite and work with other City Directors in emergency planning and incident mitigation.
- Prefer candidates with some exposure to the political environment with work experience in municipal government.
- Demonstrated management skills directing staff with a variety of seniority.

- Strong accountability for budget management and forecasting.
- In depth knowledge of union contracts and personnel rules.
- Fiscally responsible party with ability to maintain and allocate resources for established metrics.
- Active member of industry trade associations and local community boards.

The Compensation

The City of St. Charles offers a competitive benefits package including a retirement plan, health and life insurance, vacation, and sick leave. Salary commensurate with experience.

To be Considered

Candidates will be accepted until the position is filled.

Interested candidates should send a resume and salary requirements to:

Human Resources Manager
200 N. Second Street, Ste. 301
Saint Charles, MO 63301
(636) 949-3232
(636) 940-4606(fax)

humanresources@stcharlescitymo.gov



The City of St. Charles, MO Announces recruitment for Fire Chief



Since 1769, Saint Charles, Missouri, a charming historic city on the Missouri River, has been welcoming visitors to its shores. The City of Saint Charles is centered in the bull's eye of the central U.S. marketplace with a population of 65,794, and attracts over 1.5 million visitors annually. Located just seven miles west of St. Louis-Lambert International Airport on I-70, access is easy via air or land. Interstate 70 connects to a network of interstates, I-270, I-55, I-44, and I-64.

The City of St. Charles is headquarters for Quilogy, Growing Family, RX System, NewCo Enterprises, and Client Services; and home to the regional offices of Coca Cola Enterprises, Sysco and American Freightways.

St. Charles remains a small town with a strong sense of community, with many groups actively working together to build and strengthen the City.

Visit our websites:

City's Website: www.stcharlescitymo.gov



The City

A Place like no other...

St. Charles serves as the County Seat of the State's fastest growing County and has a population of over 65,000 .

The City of St. Charles is a rapidly growing community in the Missouri area. The current population is 65,794 and is expected to increase significantly due to development.

St. Charles celebrated its 200th birthday in 2008. It is a historic community and features numerous historic facilities and activities. In addition, St. Charles is well known as the oldest city on the Missouri River. Founded by French Canadian fur trader Louis Blanchette, the City was named Les Petites Cotes, ("The Little Hills"), which later evolved into Saint Charles.

St. Charles also serves as the major educational center for St. Charles County. The City of St. Charles is home to three school districts: St. Charles City, Francis Howell R-III & Orchard Farm. All are known for their achievements in scholarship, curriculum, and athletic programs. In addition, the community has several outstanding private schools which have been a traditional part of St. Charles for many years. Further, higher education needs are served by Lindenwood University and St. Charles Community College.

St. Charles is distinguished as being home to Historic Main Street. South Main is over 200 years old and Missouri's first and largest historic district and stretches out 10 blocks. An area of brick-paved streets and one-of-a-kind shops makes it a desired destination for residents and visitors alike. St. Charles is known for its warm welcome, unique historical perspective and beautiful sites.

The calendar is packed to the brim with festivals and other events that bring all of its history vividly to life.

Major employers in the area include: The Boeing Company (employer of over 1,000); SSM St. Joseph Health Center (medical services); Ameristar Casino (employer of over 1,300); and Francis Howell School District (employs over 2,300) to name a few.

The executive power in the City is vested in the Mayor who is recognized as the head of the City government. The City Council is cohesive, progressive and dedicated to the effective leadership of the community. The City Council is comprised of the Mayor and ten Council members. The Mayor is elected at large and voters from ten wards elect Council Members. All serve three year staggered terms while the Mayor serves a four year term.

There are ten City Council wards. Ward boundaries are established by ordinance following each decennial census and may be changed at other times. Wards are comprised of compact and contiguous territory and contain, as nearly as possible, an equal number of inhabitants.

The Director of Administration is responsible for serving as the principle managerial aide to the Mayor; supervises all departments, officers, and employees of the City subject to the direction of the Mayor; advises the Mayor on all administrative matters; provides leadership in the delivery of efficient and effective management of all City operations, and performs other duties as assigned by the Mayor or the City's Charter.



The City of St. Charles has a total of 400 full time positions organized into twelve departments. Department Heads report directly to the Director of Administration.

CITY CLERK - is responsible for preparing Council Agendas and keeping the official minutes of all Council proceedings. In addition, the City Clerk's Office is the custodian of the official City Seal and the Code of Ordinances, certifies official documents, and administers Oath of Office for public officials.

POLICE - is responsible for protecting the citizens of St. Charles from crime; investigation and apprehension of those individuals who are suspected of breaking federal, state and local laws within the City limits.

FIRE - responds to an average of 8,400 emergency calls per year. The Fire Department has five fire houses and covers approximately 22 square miles. The 2014 operating budget for the Fire Department was \$12.2 million dollars. There are 82 employees, (79 uniformed personnel, and 3 civilian support staff). □All of the Fire Engines and Ambulances are staffed with Firefighter/Paramedics and are all ALS (Advanced Life Support) units. The scope of the Department is not limited to emergency response and mitigation; it is also focused on the prevention of injuries and other emergencies from occurring. The prevention-focus is around community based safety programs that include: bicycle helmet checks, Community Emergency Response Team (CERT) training, disaster preparedness, and other safety programs.

COMMUNITY DEVELOPMENT - is responsible for planning and zoning, code enforcement, fielding complaints regarding property maintenance and/or code violations, performing building inspections, issuing building permits, and administering the Community Development Block Grant.

FINANCE - is responsible for purchasing, payroll, accounts payable, investment of city funds, budget administration and accounting records for all City departments.

HUMAN RESOURCES - is responsible for the classification and compensation plan and employee benefits; maintaining personnel files for each City employee; and for developing programs including training, development, safety, health, counseling and welfare.

PARKS AND RECREATION - is responsible for operating the 19 City parks for the enjoyment of the citizens; maintaining facilities such as shelters, gardens, three outdoor aquatics facilities, and more.

PUBLIC WORKS - is responsible for planning, construction, and maintenance of public infrastructure, usually in the City's right-of-ways; and planning, construction, and maintenance of City-owned utilities. It operates as five different divisions: Engineering Division, Water Division, Street Division, Facilities Division and Wastewater Treatment Division.

CONVENTION & VISITORS BUREAU - is responsible for the marketing and branding of the City of St. Charles as a destination for tourism, convention, meetings, conferences, festivals and events.

INFORMATION TECHNOLOGY - is responsible for delivering technology operations and services to all departments within City government and managing technology-related projects.

MEDIA DEPARTMENT - is responsible for operating the City's 24-hour local government cable access channel, producing programs of local interest, and televising City meetings including City Council, Boards, Commissions, and Committees.

ECONOMIC DEVELOPMENT - is responsible for attracting new businesses, promoting business development and redevelopment, business retention and expansion, and encouraging the City's future growth and development.